

A1+ LESSON PLANNING

Student: Xiomara Silva
 Classes per week: 3
 Position: Coppel Environmental Engineer
 Level: A1+
 Curriculum: [A1+ Beginners Business Curriculum](#)

Material for classes:
[Material - A1+ Business Beginners](#)

Decompress:

Here's the template: [Needs analysis/Decompress template](#)

Notes on Client (Changes on new curriculum, suggestions, needs another curriculum, etc.):

Remember to notify your leader when decompress is completed, or contact directly with Jaime via Slack

Topic 1 - Meeting people

Aims: Describing individuals and objects using a variety of adjectives, the correct forms of the verb TO BE and other common verbs in English, and introducing yourself to other individuals.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 1: Talking about yourself	<ul style="list-style-type: none"> Grammar: Present Simple of TO BE and common verbs (all forms) / contractions of verb TO BE Skills: word order / pronunciation Vocabulary: adjectives 	<ul style="list-style-type: none"> Clients describe themselves and introduce themselves to others 	<ul style="list-style-type: none"> Video SVO Speaking about your job <p>Role Play: Imagine you and your client are meeting for the first time. Roleplay the introductions.</p>
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 2: Talking about others	<ul style="list-style-type: none"> Grammar: SVO and word order /Present simple review/possessive adjectives Skills: pronunciation -s 	<ul style="list-style-type: none"> Client describes and discusses other individuals 	<ul style="list-style-type: none"> Reading and grammar exercises for lower levels <p>Role play: Imagine you and</p>

	<ul style="list-style-type: none"> Vocabulary: Adjectives - describing people 		your client are at a party with many people, but you don't know all of them. Talk about them.
--	--	--	---

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 3: Describing people and things	<ul style="list-style-type: none"> Grammar: Present simple questions/ WHO-WHICH -THAT in relative clauses/ possessive adjectives Vocabulary: Everyday objects 	<ul style="list-style-type: none"> Clients ask and answer questions about people and objects 	<ul style="list-style-type: none"> Office voc Reading and grammar exercises for lower levels <p>FINAL TASK: Voicenote: You recently moved to a new office, but it is full of stuff from the people who worked there before. Talk about the stuff.</p>
--	---	---	---

Comments/ Suggestions for next lesson:

Topic 2 - Business Small talk

Aims: Describing your and other people's preferences using more complex verb structures, having further than initial interactions with people and discussing every day topics of family life, hobbies, leisure and dining.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
-----------------	----------------	------------	--------------------

Date/teacher:

Lesson 4: Getting to know your colleagues	<ul style="list-style-type: none"> Grammar: Questions in simple present (Do/does versus Am/Is/Are) / possessives Skills: pronunciation of -s Vocabulary: family and basic info 	<ul style="list-style-type: none"> Client describes own personal life and family 	<ul style="list-style-type: none"> Pronunciation -s Vocabulary - Family <p>Homework: Voice note: You are getting to know a new colleague at work. Ask about his/her life and family and tell them about yours.</p>
---	---	---	--

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 5: Talking about free time	<ul style="list-style-type: none"> Grammar: likes and dislikes/ two verb combinations (gerund and infinitive) Vocabulary: hobbies and free time 	<ul style="list-style-type: none"> Client describes what they enjoy doing in their free time 	<ul style="list-style-type: none"> Grammar - interactive exercises <p>Role play You are getting to know a new coworker at a coffee break. Ask about his/her likes, hobbies and interests.</p>
-----------------------------------	---	---	--

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 6: Business lunch

- Grammar: SOME and ANY and MUCH and MANY/ countable and uncountable nouns
- Vocabulary: food and meals

- Client discusses their eating preferences and habits

- -
 -
 - [Grammar - interactive exercises](#)
- FINAL TASK: Role play: You are inviting a client to lunch, ask about their eating preferences and give some options of where to eat.

Comments/ Suggestions for next lesson:

Topic 3 - Around town

Aims: Introducing other people, describing places and giving suggestions using expressions with there and have, with correct forms of regular and irregular nouns and appropriate articles, adding adjectives to descriptions, as well as exchanging information about different points of interest.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher:

Lesson 7: My office

- Grammar: Using this is and forms of have in conversation/A and AN for jobs
- Skills: pronunciation
- Vocabulary : jobs and departments

- Client is able to describe their office and introduce people

- -
 - [Job titles](#)
- Homework: A colleague from another branch of the company is visiting. Introduce him/her to people in the building and give him/her a tour.

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 8: Around the office

- Grammar: There is /are / prepositions of place/ articles
- Skills: intonation -questions
- Vocabulary : adjectives, places in the neighborhood

- Client is able to inquire about places around the office

- - [Prepositions of place](#)
 - [Grammar - interactive exercises](#)
- Homework: You are visiting a branch of the company - ask and answer questions about what is in the neighborhood.

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 9: Company visit

- Grammar: There is/are vs HAVE/HAS / prepositions and articles
- Skills: intonation in questions
- Vocabulary: adjectives/ places of interest

- Client is able to discuss and inquire about different places of interest

- -
 - [There is/are- places in a city](#)
- FINAL TASK: Your foreign client is visiting your city for the first time. Ask and

			answer questions about your client's hometown and your city.
--	--	--	--

Comments/ Suggestions for next lesson:

Topic 4 - Work Events

Aims: Understanding and providing specific directions using imperatives and modal should, discussing a variety of places and routes using target vocabulary, as well as comparing and contrasting preferences related to places and events.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
-----------------	----------------	------------	--------------------

Date/teacher:

Lesson 10: Lost on a business trip	<ul style="list-style-type: none"> Grammar: Imperatives/prepositions of place / there and have in questions Vocabulary: verbs and directions/ places in a city 	<ul style="list-style-type: none"> Client gives and understands basic directions 	<ul style="list-style-type: none"> Video - AT IN ON Roleplay: You have gone on a business trip but have lost your phone. You still want to do many things but need directions. Ask for directions at the reception.
------------------------------------	--	---	---

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 11: Business Events	<ul style="list-style-type: none"> Grammar: Comparatives and superlatives /Prepositions of place in questions / Vocabulary: events 	<ul style="list-style-type: none"> Client is able to discuss different events and preferences on places of interest 	<ul style="list-style-type: none"> Comparatives & superlatives Convention map Homework: You are going to a convention and want to plan your time with your co-worker. Talk about when different events start and what you're going to attend.
----------------------------	--	--	--

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 12: Your work route	<ul style="list-style-type: none"> Grammar: Present simple review/SHOULD for advice/prepositions of place Skills: pronunciation TH Vocabulary: places in a city/events 	<ul style="list-style-type: none"> Client is able to exchange opinions and give suggestions on places of interest and events 	<ul style="list-style-type: none"> Unvoiced TH - English Pronunciation FINAL TASK: You meet a new friend at the convention and ask for suggestions on things to visit while in town. Roleplay the dialogue asking and giving directions for things to visit.
----------------------------	---	---	--

Comments/ Suggestions for next lesson:

Topic 5 - Projects

Aims: Giving details about current events and projects, and your personal and professional agenda, as well as reporting on other people's agenda, using forms of present simple and continuous and modal verbs.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
-----------------	----------------	------------	--------------------

Date/teacher:			
Lesson 13: My schedule	<ul style="list-style-type: none"> Grammar: Modal verbs for obligation - MUST vs SHOULD/ prepositions of time Vocabulary: Verbs for expressing obligation and need/ work routines/time 	<ul style="list-style-type: none"> Client discusses their personal and professional agenda 	<ul style="list-style-type: none"> Listening for beginners- many topics <p>Homework: Role play: Imagine you and your client want to schedule a meeting and need to find a time you are both free. Ask about each other's routines</p>
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 14: Current projects	<ul style="list-style-type: none"> Grammar: Present Continuous Vocabulary : hobbies and leisure activities/work tasks 	<ul style="list-style-type: none"> Client explains their current engagements and projects 	<ul style="list-style-type: none"> Grammar - interactive exercises <p>Homework: Role play: An overly enthusiastic new colleague calls when you are busy doing a number of other activities at work and home</p>
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 15: Reporting work	<ul style="list-style-type: none"> Grammar: Present Simple and Continuous/reporting verbs Skills: reports Vocabulary: reporting verbs 	<ul style="list-style-type: none"> Client is able to report on their and other people's agenda 	<ul style="list-style-type: none"> Using Present tenses to talk about work <p>FINAL TASK: Create a report for your boss on your and your team's agendas and current activities.</p>
Comments/ Suggestions for next lesson:			
Topic 6 - Evaluation - Informal			
Date/teacher:			
Lesson 16: Eval Prep	<ul style="list-style-type: none"> Review 	<ul style="list-style-type: none"> This week focuses on resolving client's doubts and perfecting previously learned content 	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 17: Informal Evaluation:	<ul style="list-style-type: none"> Informal evaluation 		

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 18: Feedback and follow-up

- Feedback

- This week focuses on reviewing mistakes and clarifying previously learned content

Comments/ Suggestions for next lesson:

Topic 7 - Business Trip

Aims: Using expressions to describe preferences, discuss prices and inquire about a variety of products and stores, as well as ordering in restaurants.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher:

Lesson 19: Going out

- Grammar: WH questions/ questions with HOW much/many
- Vocabulary: entertainment/going out

- Client describes their preferences when it comes to entertainment and inquires about other people's preferences

- [Grammar - interactive exercises](#)
Homework: You and your colleague are on a business trip, discuss options on what to do this weekend

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 20: Your free time

- Grammar:Wh question/ can and could for polite requests
- Vocabulary : shopping and prices

- Client inquires about products of interest in a variety of shops and asks for assistance from salespeople

- <https://breakingnewsenglish.com/> (Use Level 0-1)
Role play: You need to buy new clothes for your business meeting. Role play the dialogue between a customer and salesperson.

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 21: Restaurants

- Grammar: modal verbs for requests and offers/ adjectives
- Vocabulary :food and restaurants

- Client inquires about food and orders in a restaurant

- [Listening - restaurants](#)
FINAL TASK: You are having lunch with your business partner. Role play the dialogue between a waiter and a customer in a restaurant

Comments/ Suggestions for next lesson:

Topic 8 - Appointments

Aims: Comparing agendas and scheduling personal and professional appointments using modals and present tenses to express opinions, using expressions of time, as well as organizing ideas using ordinal numbers and sequencers, and checking

for understanding with tag questions.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 22: Comparing agendas	<ul style="list-style-type: none">Grammar: Present Simple and Continuous/ talking about timeVocabulary: time expressions/ agendas	<ul style="list-style-type: none">Client describes their and other people's agenda, and inquires about them	<ul style="list-style-type: none">Jobs and work activities Homework: Send a voice note to your team checking their agendas and confirming yours

Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 23: Priorities	<ul style="list-style-type: none">Grammar: modal verbs MUST and HAVE TO/ talking about important tasksVocabulary: ordinal numbers and sequencers / apologizing	<ul style="list-style-type: none">Client discusses important tasks and organizes them in orders of priority	<ul style="list-style-type: none">Conversation questions- Jobs and Occupations Homework: Your PA accidentally set up two appointments on the same day, you need to apologize to one of them and explain your priorities

Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 24: Setting appointments	<ul style="list-style-type: none">Grammar: tag questionsSkill: intonation in questionsVocabulary : setting appointments / accepting and rejecting	<ul style="list-style-type: none">Client compares agendas, sets appointment, accepts or rejects meetings	<ul style="list-style-type: none">Business meetings in English FINAL TASK: Role play a conversation with a colleague to compare your agendas and set an appointment for next week

Comments/ Suggestions for next lesson:

Topic 9 - Problem solving

Aims: Discussing and comparing issues using modal verbs in present and past forms, as well as the present and past forms of be and do, using a variety of sequencers to indicate causality, requesting help and favors politely and offering your assistance to other individuals.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 25: Complaining	<ul style="list-style-type: none">Grammar: prefix UN- and variants/ past simple BE and DOVocabulary: personal and professional issues/	<ul style="list-style-type: none">Client discusses their personal professional issues, in the present and past	<ul style="list-style-type: none"> Homework: Send a voice note to your boss complaining about an issue

	because and because of		
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 26: Problem solving	<ul style="list-style-type: none"> Grammar: Expressing your opinion/ giving advice SHOULD and MUST/ FOR vs TO Vocabulary: problems and solutions 	<ul style="list-style-type: none"> Client discusses issues from personal and professional life and possible solutions 	<ul style="list-style-type: none"> Homework: Role play a dialogue with your colleague discussing an issue at work and proposing possible solutions
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 27: Requesting assistance	<ul style="list-style-type: none"> Grammar: offers and requests - modal WOULD/ FOR vs TO/ past simple review Vocabulary: problems and solutions/ adjectives 	<ul style="list-style-type: none"> Client discusses important issues and requests assistance from others 	<ul style="list-style-type: none"> Homework: Send an email to your boss requesting assistance with the issue at work
Comments/ Suggestions for next lesson:			
Topic 10 - Careers Aims: Inquiring and providing information about past personal and professional experiences, using the past simple tense of regular and irregular verbs, as well as describing timelines and histories of a variety of individuals and companies.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 28: Timelines	<ul style="list-style-type: none"> Grammar: Past Simple regular verbs Skill: Pronunciation /ED/ Vocabulary: adjectives /occupations/ years 	<ul style="list-style-type: none"> Client describes their past life experiences 	<ul style="list-style-type: none"> Homework: Role play a conversation with your colleague about last week at work
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 29: Work experience	<ul style="list-style-type: none"> Grammar: Past Simple irregular verbs Skill: Pronunciation Vocabulary : discourse markers for talking about the past / duties 	<ul style="list-style-type: none"> Client discusses their past work experience 	<ul style="list-style-type: none"> Homework: Voice note to a headhunter about your work experience
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 30: Company history	<ul style="list-style-type: none"> Grammar: Past Simple 	<ul style="list-style-type: none"> Client discusses their 	<ul style="list-style-type: none">

	<ul style="list-style-type: none"> questions Skill: intonation in questions Vocabulary : company history 	company history	<ul style="list-style-type: none"> FINAL TASK: Role play a dialogue with a new partner discussing your companies' histories
--	---	-----------------	--

Comments/ Suggestions for next lesson:

Topic 11 - Goals

Aims: Describing goals and objectives, present and future projects related to your personal and professional life using a variety of tenses and sequencers to organize ideas coherently, as well as discussing future plans and engagements.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
-----------------	----------------	------------	--------------------

Date/teacher:

Lesson 31: Personal and professional goals	Grammar: expressing past and present wants and needs/ future with will and going to <ul style="list-style-type: none"> Vocabulary: Verbs for expressing wants and needs/ goals and ambitions 	<ul style="list-style-type: none"> Client describes personal and professional goals and compares them with others 	<ul style="list-style-type: none"> Homework: Voice note to your boss on your goals for this year
--	---	--	---

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 32: Setting goals	<ul style="list-style-type: none"> Grammar: future with WILL and GOING TO and Present Continuous Vocabulary: goals and ambitions 	<ul style="list-style-type: none"> Client describes their future goals and plans on how to achieve them 	<ul style="list-style-type: none"> Homework: Write a list of your goals for next year and how you plan to achieve this
--------------------------	--	--	---

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 33: Future projects	<ul style="list-style-type: none"> Grammar: future/ future in the past Vocabulary: reporting verbs 	<ul style="list-style-type: none"> Client discusses their and other people's future projects and reports other people's opinions 	<ul style="list-style-type: none"> FINAL TASK: You just had a meeting with your biggest partner about their plans for next year. Report this information to your boss.
----------------------------	--	---	---

Comments/ Suggestions for next lesson:

Topic 12 - Evaluation - Formal

Date/teacher:

Lesson 34: Eval Prep	<ul style="list-style-type: none"> Review Topics 6-8 	<ul style="list-style-type: none"> This week focuses on resolving client's doubts and perfecting previously learned content 	
----------------------	---	--	--

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 35: Eval Prep

- Review Topics 9-11
- This week focuses on resolving client's doubts and perfecting previously learned content

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 36: End of level
Evaluation

- Formal Evaluation

Observations:

Next curriculum (learner's path):

Client's comments about evaluation/next curriculum:

A2 Introduction to professional life